

## BILL ANALYSIS

S.B. 104  
By: Leedom

Senate Bill Analysis  
6.07.89  
Enrolled

### BACKGROUND

The Governor's Task Force on Accounting, Auditing and Financial Reporting recently recommended that the State Purchasing and General Services Commission should evaluate the cost/benefits involved with a central U.S. mail handling operation for Capitol Complex agencies.

A 1985 report by the State Comptroller estimated that such a central mail operation would save \$1 million annually. By using ZIP + 4 addresses, each piece of first class mail receives a 4.5 cents discount. But in order to get adequate volume to justify the expense of sorting machines, mail from agencies would need to be pooled. While pre-sorting does take time, it actually allows the mail to get to its destination more quickly.

### PURPOSE:

As proposed, S.B. 104 requires the implementation of a mail management plan in state agencies to improve mail service and reduce the costs of mail service to state agencies.

### RULEMAKING AUTHORITY:

It is the committee's opinion that this bill does not grant any additional rulemaking authority to a state officer, institution, or agency.

### SECTION BY SECTION ANALYSIS:

SECTION 1. Amends Section 11.02, Article 601b, V.T.C.S., by adding Subsections (d) through (j), as follows:

Sec. 11.02. (d) Provides that the intent of the legislature is that mail be processed for delivery expeditiously and not be delayed solely for the purpose of achieving a lower rate of postage.

(e) Requires the state agencies of the executive branch to evaluate their mail operations to identify and eliminate practices resulting in excessive mailing costs, and develop and implement plans and programs for making the necessary improvements in such operations.

(f) Requires the State Purchasing and General Services Commission (SPGSC) not later than January 1, 1990, to take certain steps to improve the mail practices of state agencies.

(g) Requires the SPGSC not later than April 1, 1990, to develop and submit to the governor and legislative budget office a mail management plan, with certain determinations and evaluations.

(h) Requires the SPGSC to establish programs to implement the mail management plan, publish and disseminate mail management standards, and establish programs to monitor compliance with the plan.

(i) Requires state agencies in Travis County to take certain steps in achieving the objectives of the plan.

(j) Authorizes state agencies to designate one agency to report on behalf of all agencies participating under the contract when agencies are providing common services for mail-management.

SECTION 2. Effective date: September 1, 1989.

SECTION 3. Emergency clause.